



**HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131**

**EDUCATIONAL INSTITUTION ACKNOWLEDGMENT LETTER**

Dear School Official,

Your student, \_\_\_\_\_, has applied for a Volunteer Student Internship at Headquarters United States European Command (HQ USEUCOM) located in Stuttgart, Germany.

Student participation in the program is on a voluntary basis, and there is no remuneration or other employee benefits provided. Students can gain valuable experience related to their education endeavors when working in the joint, interagency, and international environment here at HQ USEUCOM. Students typically work a minimum of nine weeks in the program; but may work longer, should the organization and student mutually agree. To participate in the Volunteer Internship Program, a student must be enrolled in a trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. The student must have a \*GPA of at least 3.0 on a 4.0 scale. Permission to participate in the program must be given by an official from the student's educational institution, normally a guidance counselor or equivalent. This is to ensure participation in our program does not interfere with your academic studies programs or policies. Please sign the acknowledgement below:

If you have any questions please feel free to contact the HQ USEUCOM Academic Outreach Program Manager, Mr. Trevor J. Boyko at 0049 711 680 5793 or [eucom.stuttgart.ecj9.mbx.evip@mail.mil](mailto:eucom.stuttgart.ecj9.mbx.evip@mail.mil) or visit our website at: [www.eucom.mil/intern](http://www.eucom.mil/intern).

**ACKNOWLEDGEMENT**

The below signature is to acknowledge that \_\_\_\_\_ is a student in good standing at \_\_\_\_\_, has a \*GPA of at least 3.0 on a 4.0 scale, and has permission from the school to participate in the HQ USEUCOM Volunteer Internship Program.

\*In the case of institutions that don't use the 4.0 academic scale, please provide the actual grades and evaluation system used in a separate document. Unofficial transcripts are acceptable.

\*In the case of newly matriculated students where there are no grades yet recorded, the student will provide their GPA as soon as it's available. Unofficial transcripts are acceptable.

\_\_\_\_\_  
School Official's Printed Name

\_\_\_\_\_  
School Official's Title

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date